

Position Description

Procurement Business Systems Specialist

Position profile

| | | | |
|----------------------|-------------------------------|------------------------|---------------------|
| Business Unit | Procurement and Fleet | Position number | |
| Department | City Performance | Status | Full Time Permanent |
| Salary group | | Date Endorsed | |
| Reports to | Manager Procurement and Fleet | | |

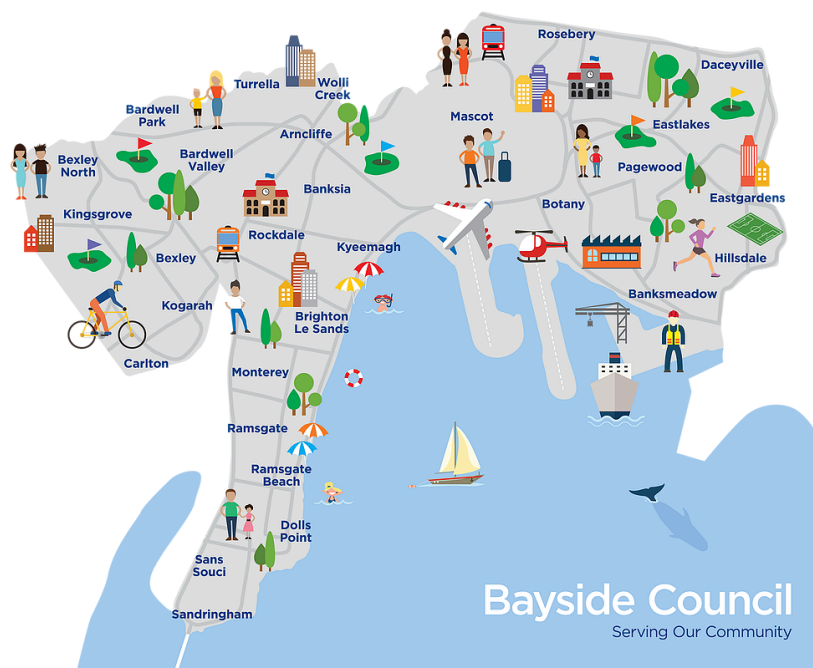
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney’s south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond – delivering an outstanding customer experience every time

Primary purpose of the role

Strategically plan, deliver and support procurement activities in partnership and collaboration with internal and external stakeholders to achieve value for money and mutually beneficial outcomes for the Council within a robust governance framework.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide specialist advice and guidance to build Council expertise in effective outcomes focused procurement, robust governance and risk mitigation, and improved procurement practices.
- Maintenance of Council's Procurement Systems – Tech One and Vendor Panel.
- Deliver training in Councils Procurement systems.
- Assist Fleet Services in sourcing Council's Motor Vehicle Fleet.
- Assist Procurement Team with Split Order Reporting.
- Maintain the Procurement & Fleet Intranet Page and General Information.
- Lead procurement category and supply chain analysis and develop strategies and plans that deliver best value for money to the organisation.
- Establish and maintain strong, mutually beneficial procurement partnerships and collaborative initiatives to improve procurement performance, achieve greater cost efficiencies and enable performance benchmarking.
- Identify procurement risks and address them through the development and implementation of effective controls to ensure Council's strategic, contractual, compliance, operational, financial and reputational risks are mitigated.
- Provide reports to meet business requirements, comply with statutory requirements and inform procurement planning.
- Analyse and present data to effectively monitor procurement activities and transactions and identify improvement opportunities and prompt corrective action when incidences of non-compliance and non-performance are identified.
- Prepare and deliver procurement education, training and induction programs and provide system subject matter expertise to support use of the Council procurement systems.
- .

- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Leading and influencing individuals to adopt best procurement and contract administration practices, and to procure in a manner that provides for sustainable outcomes for Council and the community, given the complexity of local government procurement.
- Explaining procurement processes and requirements in a meaningful way to those responsible for business unit spend, given the complexity of procurement and a time-pressured working environment of multiple and concurrent priorities.
- Establishing strong relationships with suppliers to obtain the best possible and positive outcomes whilst ensuring adherence to legislative, regulatory and code of conduct parameters.
- Leading, establishing and maintaining strong procurement partnerships with internal and external stakeholders that are mutually beneficial to all parties.
- Continually building professional knowledge in procurement, the business and markets and in a wide range of categories to enhance the level of advice and support provided to procurement decision makers, given the complexity of procurement legislation and policy and the dynamic nature of markets.
- Delivering value for all stakeholders given the need to balance customer expectations, limited resources and community sensitivities.

Role Dimensions

Decision Making






- Determine day-to-day priorities in line with expected Unit work plan outcomes and administrative and financial delegations.
- Escalate complaints received from the community, suppliers or elected officials to the Manager Procurement if resolution exceeds delegation levels and accountability.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.

Essential Requirements

- Relevant qualifications and/or equivalent experience.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

| NSW Public Sector Capability Framework | | |
|--|--|---------------------|
| Capability Group | Capability Name | Level |
|  Personal Attributes | Display Resilience and Courage | Adept |
| | Act with Integrity | Advanced |
| | Manage Self | Adept |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Adept |
| | Work Collaboratively | Intermediate |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Advanced |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Adept |
| | Technology | Intermediate |
| | Procurement and Contract Management | Adept |
| | Project Management | Adept |
|  Procurement | Procurement Analysis | Level 3 |
| | Strategic Sourcing | Level 3 |
| | Commercial Negotiation | Level 2 |
| | Procurement Risk Management | Level 3 |
| | Contract Management | Level 2 |
| | Legislative and Policy Environment | Level 2 |
| | Strategic Procurement Leadership | Level 2 |
| | Supplier Relationship Management | Level 3 |
| | Contract Law | Level 2 |

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

| NSW Public Sector Capability Framework | | |
|--|--------------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Act with Integrity | Advanced | <ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines |
| Relationships Commit to Customer Service | Adept | <ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community |
| Results Deliver Results | Intermediate | <ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required |
| Results Think and Solve Problems | Advanced | <ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|---------|--|
| Business Enablers Procurement and Contract Management | Adept | <ul style="list-style-type: none"> Implement systems and processes that underpin high quality research and analysis Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management Develop well written, well-structured procurement documentation that clearly sets out the business requirements Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective Be aware of procurement and contract management risks, and what actions are expected to mitigate these Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles Escalate procurement and contract management issues where required |
| Strategic Procurement Leadership | Level 2 | <ul style="list-style-type: none"> Recognise the procurement role and responsibility across the organisation and act as a business partner when undertaking procurement activities Engage confidently with senior stakeholders on procurement matters Understand the strategic value of procurement and the need to achieve agreed performance targets and business objectives Contribute to the development and standardisation of processes and apply changed processes and standards consistently Seek to maintain and build their currency and professionalism in procurement |

Corporate Obligations

| | |
|--------------------------------------|--|
| Budget | Council adopted budget for financial year. |
| Delegations | Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager. |
| Risk Management | Contribute to Council's risk management framework. |
| Integrated Management Systems | Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement. |
| Workplace Health and Safety | <p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation. |
| Code of Conduct | All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy. |
| Customer Service | Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures. |
| Records Management | Comply with Council's Records Management policies, procedures and guidelines. |

| | |
|-------------------------------------|--|
| Disclosures of Interest | Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993). |
| Equal Employment Opportunity | Comply with EEO based legislation and Council's policies, procedures and guidelines. |

| HUMAN RESOURCES USE | |
|--|------------|
| Does this position fall under the definition of child related employment? | No |
| Does this position require incumbent to undergo criminal reference check? | No |
| Does this position require incumbent to demonstrate good driving record or possess a specific licence? | No |
| Will incumbent need to make disclosure of pecuniary interest? | Yes |
| Could there be a conflict of interest with secondary employment? | Yes |